



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S FOOD SERVICES MANAGER

Class No. 004458

■ CLASSIFICATION PURPOSE

To plan, direct, organize, and administer the Sheriff's food services program; to represent the Sheriff in matters of food service program administration; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Food Services Manager is a one position, management class allocated only to the Sheriff's Department. Under the direction of a Sheriff's Commander, this class has significant responsibility for administering, directing and managing all aspects of the Sheriff's food services program. This class is distinguished from Chief, Food Services, in that the Chief, Food Services has managerial responsibility for smaller food service operations in the Probation and Health Services departments. In contrast, the Sheriff's Food Services Manager has responsibility for multiple detention facilities, the central production center, and Polinsky Children's Center, with attendant budget, administrative and personnel matters required to run a large scale food preparation, freezing, delivering and serving operation that is County-wide and charged with meeting the dietary/nutritional needs of special populations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, and coordinates all matters and elements of the food services program at multiple detention facilities, the central production center, and Polinsky Children's Center.
2. Analyzes operations, and recommends and implements policy and procedures for the food services program.
3. Analyzes, monitors, and controls budget and expenses to efficiently utilize available resources.
4. Ensures compliance with local, State, and Federal health regulations regarding sanitary conditions in food storage, preparation, and serving in kitchens, the central production center, and dining areas.
5. Ensures, directly or through subordinate staff, adequate staff coverage of work assignments.
6. Conducts special food services feasibility studies and produces reports.
7. Prepares related policy and procedures and correspondence.
8. Directs procurement of proper levels of food and supplies.
9. Ensures, directly or through subordinate staff, accuracy of contracts, purchase orders, invoices, and payment authorization for food and supplies.
10. Analyzes needs and prepares budget requests.
11. Interprets administrative policies for food service.
12. Directs staff development programs.
13. Provides consultation on design any food service areas and kitchens for new jails and County facilities, including design development, feasibility, equipment specifications, value engineering, document review, implementation, and program analysis.
14. Attends meetings and discusses food service program matters with law enforcement and higher-level management.

15. May represent the Sheriff at food services program related meetings.
16. Selects, trains, and supervises, directly or through subordinates, food service staff.
17. Selects, places, uses, and maintains food service equipment.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State, Federal and County food service laws and regulations.
- Principles of administration and management, sufficient to analyze administrative systems and procedures in terms of efficiency and effectiveness in achieving departmental goals.
- Practices and techniques regarding the ordering, storage, maintenance, preparation, cooking and serving of large quantities of foods.
- Modified diet preparation.
- Principles of supervision and training.
- County budgetary and administrative procedures.
- Nutritional assessments.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct and coordinate food services for large, complex facilities.
- Analyze, monitor and adjust operations to meet the needs of special need clients.
- Monitor budget, allocate and utilize resources effectively and efficiently.
- Establish effective communications and interpersonal relations with Sheriff's management, staff, food services staff, vendors and representatives from other public agencies.
- Supervise and train subordinate staff.
- Evaluate and assess various nutritional needs and direct the preparation of both standard and modified menus.
- Prepare comprehensive food service feasibility studies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree in food service management, home economics, restaurant management or closely related field, AND; three (3) years of progressive food service supervisory experience, responsible for multiple institutional facilities (15,000+ meals per day.) Experience must have included preparation of food services feasibility studies including facilities, design development, equipment specifications, delivery systems, accounting systems and budget preparation; OR
2. An associate's of arts degree in food service management, home economics, restaurant management or closely related field, AND; five (5) years of progressive food service supervisory experience, responsible for multiple institutional facilities (15,000+ meals per day.) Experience must have included preparation of food services feasibility studies including facilities, design development, equipment specifications, delivery systems, accounting systems and budget preparation.

Note: Registration in dietary science and correctional food service management are highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: March 28, 1997
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